

JOB DESCRIPTION

Employment Details

Job Title	MDSA Lunchtime Supervisor
Reports to	Principal
Salary Band	WHFNJC J

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role

To assist in the supervision of pupils during the lunch break, as require ensuring the safety general welfare and behaviour management of pupils during this period.

Responsibilities

- To be responsible for the supervision of all pupil behaviour during the lunch break, in the playground, or other areas of the school as required by the Head teacher. To share in school ethos of promoting a positive approach to behaviour management
- To be responsible for the pupil's care as necessary, depending on Key Stage e.g. taking them to the toilet, providing comfort, dealing with accidents, being alert to signs that a pupil is unwell or distressed.
- To be responsible for the supervision of pupil hygiene and health and safety e.g. Hand washing.
- To foster pupil's self-esteem and independence, however assisting pupils where necessary, for example:
- To carry trays etc. to the table, and to return empty dishes etc. to the service counter.
- To open packed lunches, cut up food and guidance on proper use of cutlery, assist in clearance of any spillage etc. if required.
- To assist as required in clearing tables, wiping them down and resetting according to meals.
- To assist in the setting up and removing of furniture for lunch time in any area of the school where necessary.
- To give minor first aid to pupils, requesting assistance when needed with injuries or illness. Liaising with the head teacher on welfare matters and injuries that cause concern. To report all accidents, ensuring that the procedure for recording accidents in the accident book is followed
- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> A basic level of literacy and numeracy 	
Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none"> Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person Works from instruction, some initiative is necessary, however the senior MDSA will liaise with the Head teacher Ability to communicate clearly and work as part of team Be able to uphold the White Horse Federation values 	<ul style="list-style-type: none"> Experience working with children or working within education
Specialist Knowledge	
Essential	Desirable
Personal Traits	
The successful candidate will:	
<ul style="list-style-type: none"> Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. Have values that align with the ethos and culture of The White Horse Federation. 	